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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agenda items for 4th-Qtr OL Quarterly

FROM:

C/IMSS/OL

EXTENSION

NO.

DATE

3 Oct 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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John, you'd asked us to come up with some additional suggested topics for the next Quarterly, with emphasis on subjects that can help logs people do their jobs. At TAB A are all of the topics (including NPIC renovation, update on Coopers & Lybrand study, and the

which are still our #1 recommendations). At TAB B is a list of topics we've presented so far during the last year. And at TAB C is our 29 Aug routing sheet, w/your note.

The Quarterlies are scheduled for 1000, 21 Nov, in the HQ Aud, and 1000, 24 Nov, in 2C19, with the dry run at 1400, 13 Nov. With just over 5 weeks before the dry run, it would help all the participants if we could let them know the first of next week.

We'll be glad to discuss any of these with you.

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A G E N D A

OL QUARTERLY  
1000 hours, 21 Nov 86, HQ Auditorium  
1000 hours, 24 Nov 86, [redacted] Building  
(Dry run 1400, 13 Nov, [redacted])

Welcome

John Ray, D/L

Presentation of "Employee  
of the Quarter" Awards

William Donnelly, DDA

7-10 min

\*Personnel items

[redacted] P&TS

5 min

~~NPIC renovation program.  
(Happenings during last 3 yrs due  
to heavy OL involvement: decentra-  
lized supply effort now centralized;  
14-15 fulltime OL careerists; 150,000  
sq ft added; old building totally  
renovated -- and working on outside.  
"before and after" slides).~~

[redacted] C/Logs/NPIC

7-10 min

~~Update on the Coopers & Lybrand  
study~~

P&PD

[redacted] MS

7-10 min

[redacted] and  
P&PD

7-10 min

Highlights of FY 86

[redacted] IMSS

10 min

OL forum (questions and answers)

Open to all attendees

7-10 min

\* For variety, could be replaced by [redacted] "History of OL" or the PAO  
film "CIA and its people."

S E C R E T

Possible topics for the 4th Qtr OL Quarterly

Topic	Presenter	Time
NPIC renovation program (Happenings during last 3 yrs due to heavy OL involvement: decentralized supply effort now centralized; 14-15 fulltime OL careerists; 150,000 sq ft added; old building totally renovated -- and working on outside; "before and after" slides).	[Redacted] C/Logs/NPIC	7-10 min

(Note: Shows our support to another Agency component. Involved RECD, SD, and decentralized logs officers (team effort). Brings NPIC "to life" for the many logs people who know NPIC exists but little else about it (Agency "family"). Affords exposure to a decentralized logs officer (none featured in a D/L or OL Quarterly thus far). Can be reinforced with "before and after" photos (not always available). Is timely -- the renovation was recently completed. The renovations reversed a long-standing attitude that NPIC was an undesirable assignment because of the physical environment and working conditions. This makes it all the more a real accomplishment and one OL can be justly proud to have been a part of. This topic would be more effective now (Nov) rather than later.)

Update on the Coopers & Lybrand study

[Redacted]	PMS	7-10 min
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(Note: Of concern to all procurement/contracting personnel. Timely. Component comments are back; our recommendations will have gone forward to the DDA and should be approved or disapproved by then. Not all need be addressed in this forum if inappropriate (e.g., personnel issues). Generally, OL has talked so much about this study, it's time we explained what's in it and what we propose to do about it. The past few Quarterlies have laid heavy emphasis on supply & FMD operations. We need to speak to a procurement issue for the benefit of that segment of OL.)

S E C R E T

## S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

P&amp;PD

and  
P&PD

7-10 min

(Note: Timely; will be outdated if presented later. Emphasizes people -- and the contributions OL employees make, even outside their regular jobs. A good morale booster, recognition to [redacted] members, and incentive for others to volunteer or to come up with ideas for similar projects. [redacted] and [redacted] presentation at the 27 Aug Weekly was well received and gave them practice in speaking before a group. They can update that info, based on their more recent TDY experiences. The Jun Quarterly featured [redacted] of FMD on "the pneumatic-tube system"; the Aug Quarterly, [redacted] FMD, on [redacted]. This would continue representation by our "blue collar" employees, who make up a large percentage of OL's workforce. P&PD's last topic was [redacted] talk last year on "secure printing." It's time we featured another P&PD topic. We'd find few more interesting and inspiring than this one.)

Asbestos: What, where, why?  
(where & how it was discovered,  
level of danger, what we're doing,  
importance of coordinating w/Logs  
Officers, impact of slippage)



RECD

7-10 min ✓

(Note: Of general interest. Timely follow-on to planned Item of Interest for 12 Nov. Clarify situation; minimize fears; emphasize that we're taking care of the problem.)

Property turn-in and disposal  
of materials, including  
hazardous substances



SD/CD

7-10 min ✓

(Note: Scheduled for the Aug Quarterly but not used because Linda was on the [redacted]. Will help those employees charged with PTI; of general interest to others. A suitable topic for anytime.)

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

Transporting Agency-controlled  
materiel & equipment worldwide  
(highlights of the Task Force  
study re pouching)



CD

7-10 min

*Wing for study*

(Note: Agency pouch items are being rejected every day. Why? And what are we doing until the problem is solved? At what cost? Of widespread interest within OL. [redacted] hopes to complete the study by mid- or end-Nov. We can talk about the background and possible solutions, not about an approved solution or implementation.)

Review of the second Wage-Board  
Mid-Career Course (where we've  
been/where we're going -- w/slides  
of participants)

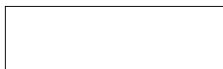


P&PD

7-10 min

(Note: Shows OL as progressive; people-oriented. Might prefer to focus on a later running after course has been revised.)

NHB Security Control Centers:  
Changes for Agency personnel  
(include plans for roadways)



NBPO

7-10 min

(Note: A timely topic, of widespread interest to employees (and their families), both those working on the HQ compound and visiting, because of two important changes: (1) Employees who forget their badges will not be allowed into the compound without stopping at the SCC, being verified, and receiving a temporary badge. (2) Commercial buses will not be allowed beyond the front gate. The main-entrance roadway is scheduled to reopen in late Oct. Security area w/receptionist will probably be ready in Jan.)

ADP: The OL "Genie"



IMSS

7-10 min

(Note: Overview (in layman's terms) of the various ADP applications

## S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

property pick-ups, escorts, EDR billing, equipment heating and loads, safes, space requirements, Supply Room inventories, typewriter tracking, work orders, personal-property claims, equipment monitoring/maintenance, domestic real properties, vehicles, packing data, TDY data, contract companies/employees, LOCS, LOTS, plus better-known systems such as CRAMS, CONIF, ASAPS, AWCS, FARS, ICS.)

ADP support to acquisitions  
(how & why computer systems inter-  
face to support Logistics needs,  
especially at year-end)

[ ] PMS ✓

(Note: Explanation of how the terminal operators handle acquisitions data on behalf of OL, w/examples from year-end closeouts. How CONIF-OL, CONIF-OF, FARS, FRS, GAS & ICS interface. Of primary interest to actual users in PMS, PD, SD, and decentralized contracting teams but an aid-to-understanding for all OL employees.)

The CDCC to date (design details  
as proposed; the CDCC Committee and  
its recommendations; present status)

[ ] FMD

7-10 min

(Note: The project architect was to present a model of the CDCC to the Committee on 4 Aug, for display at HQ. I have not coordinated this w/ [ ] who is at the FMD Planning Conf, 2-3 Oct. This topic would be of widespread interest. Is it politically acceptable?)

The focal-point system in action  
(an explanation of the system  
from both perspectives; how it  
works to support Agency needs).

[ ] SD, and a military

focal-point officer.

7-10 min ✓

(Note: Of interest to all employees but will assist only those logs people who depend on the focal-point network. A good topic to use when there are none more timely.)

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

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Parking on the HQ Compound  
in 1988/89 (what the situation  
will be; what OL has to do to  
get there)

[REDACTED]

FMD

7-10 min

(Note: [REDACTED] is an upward-mobility employee who is converting to OL as a  
careerist and thus would be a good representative of that group of new  
employees. He just finished briefing the SSA/DDA on this subject. By October,  
FMD should have received the DDA's decisions on two parking issues now  
outstanding and, if so, would have adequate preparation time. However, this  
is two years in the future. It can just as easily be delayed until another  
quarter.)

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Headquarters consolidation  
(what happens when we move into  
the New Bldg: OHB and outlying  
buildings; the thought process  
underlying the decisions to give  
up certain buildings)

[REDACTED]

FMD

7-10 min

(Note: Too sensitive an issue at this point?)

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Plans for OL in the NHB

[REDACTED]

NBPO

10 or 20 min.

(Note: Modify NBPO's briefing (history of NHB effort + plans for OL) to fit  
time allowed. Of wide interest to all OL employees.)

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History of OL

[REDACTED]

20 min

(Note: Another topic of widespread interest. And Bob is a dynamic speaker.  
Because of our time limitations at the Quarterlies, however, might get maximum  
benefit from this by holding it until the next Logs Conference.)

S E C R E T

S E C R E T

Possible topics for 4th-Qtr OL Quarterly (cont'd)

Film "CIA and its people"

20 min.

(Note: Filmed by P&PD. A general information piece; life in the Agency from its beginning until today. [ ] of PAO is sending a 3/4" video tape for our review -- and retention if we want it. The film itself is available for showing in the HQ Aud. Of interest to OL employees of any age/grade/position/length of service. Supports OL's "family/team" concept. Would replace two separate presentations. Possibly better used at the Logs Conference. Appropriate anytime.

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S E C R E T